



SORRT

NETWORK

CALENDAR

Upcoming Business Recycling Workshops

JUNE 5 and 11, 2012

Bethesda

JUNE 7 and 15, 2012

Silver Spring

JUNE 19, 2012

Rockville

*For more information on
times, locations and to
register visit our Website at
www.montgomerycountymd.gov/recycling*

NEW! Janitorial and Maintenance Service Training and Certification Sessions

*For more information contact
Gabriela Monzon-Reynolds
at 240-777-6486*



Let's Make Every Day Earth Day!

Many businesses and employees in Montgomery County celebrated Earth Day on April 22. However, if your business didn't get a chance to hold a celebration, don't worry, every day should be Earth Day and you can always use any opportunity to remind your employees and co-workers what can be recycled at work and encourage them to recycle as much as possible. Here are some ideas to help you keep the momentum going:

- Set up an educational display featuring information on recycling and waste reduction. You can display samples of items that can be recycled at work as well as fun facts about recycling and waste reduction ideas.
- Organize a "brown bag" seminar featuring your recycling coordinator or sustainability officer. Provide updates on your business' recycling and waste reduction initiatives and milestones.
- Hold a "recycling contest" and reward the best recyclers at your workplace. You can reward them with a recycled-content item to promote buying recycled products.
- Feature a progress report on your recycling efforts in your next newsletter/publication. Letting your employees, co-workers or customers know about your recycling progress will show them that every little effort helps and makes a difference.

Do you need help setting up your educational display? Contact the Montgomery County Division of Solid Waste Services, SORRT (Smart Organizations Reduce and Recycle Tons) Program - we'll be happy to send you some of our educational materials for your display.



Visit Our
Web Site

www.montgomerycountymd.gov/recycling

Peer to Peer: *Lieutenant Beth Osterink, Recycling Coordinator National Institutes of Health, Bethesda*

The National Institutes of Health (NIH) in Bethesda is one of the largest non-residential facilities in Montgomery County with more than 18,000 employees. Last month we interviewed Lieutenant Beth Osterink on what it takes to be the recycling coordinator at such a large facility and this is what she had to say:

What are your roles and responsibilities as the Recycling Coordinator at NIH?

I have two roles: Recycling Coordinator at the NIH and Commissioned Officer in the United States Public Health Service. As the NIH Recycling Coordinator, I serve as the primary NIH contact regarding recycling requests and concerns. As a result of employee's suggestions and recycling consultations I find myself constantly evaluating the current program and looking for ways to improve or enhance our recycling efforts. Other main responsibilities include providing support for the solid waste, medical pathological waste, and recycling services contract, managing the recycling data and producing reports. I also coordinate the NIH Federal Electronic Challenge activities.

How do you educate employees, vendors and visitors about your recycling procedures? How do you encourage them to recycle?

We educate employees about our recycling program through a variety of outreach techniques: websites, publications, presentations, e-mails and events. The NIH Environmental Management System (NEMS) website (www.nems.nih.gov) and the Division of Environmental Protection website (<http://orf.od.nih.gov/Environmental+Protection/>) have webpages dedicated to describing the recycling program, providing contacts, and answering frequently asked questions. We have a variety of publications, including our Waste Disposal Guide that can be found in every laboratory on campus, recycling posters displayed above recycling bins, and the monthly NEMS Newsletter. I attend the biweekly 'New Employee Orientation' and I am often asked to present at Green Team and Institute/Center meetings on recycling. Employees can ask questions through a general e-mail account linked from the NEMS website or through our GreenServe Listserv. We also promote recycling at our Earth Day and America Recycles Day events. Whenever an outside event occurs, recycling bins are provided and someone is there



Lieutenant Beth Osterink (center) receives a 2011 Individual Outstanding Achievement in Recycling Award from the Montgomery County Division of Solid Waste Services

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Peer to Peer (continued)

to assist employees, vendors, and visitors with the proper disposal of items they may have. Of course, our Green Teams within each Institute/Center are instrumental in educating others and encouraging recycling.

What are some of the recycling challenges at NIH?

Communication is often our biggest challenge since the NIH is so diverse and large. It is difficult to connect with everyone, which is why we have a variety of outreach efforts and why our Green Teams are so important.

As NIH's Recycling Coordinator, what part of your work do you enjoy the most?

I enjoy assisting employees and working with them to quickly solve any concerns that might arise in efforts to protect public and environmental health and making sure they can focus on research.

Reciclar en el Trabajo... Es la Ley Now Available on YouTube!

As part of our ongoing effort to help businesses educate their tenants and employees, the Division of Solid Waste Services has uploaded the English and Spanish versions of its "Recycle at Work... It's the Law" video to YouTube. Now accessing this helpful training tool is easy and convenient. You can access our videos by visiting YouTube and searching for the video's name or through our on-line materials store at:

www.montgomerycountymd.gov/recycling

The Recycling Coordinator:

Just as with any other program in your organization, an effective recycling program needs leadership. Most companies appoint a recycling coordinator, often assigning the task to the office or facilities manager while in others, recycling starts because one person volunteers for the task.

Whether the person volunteers for the position or is appointed, recycling coordinators usually take responsibility for:

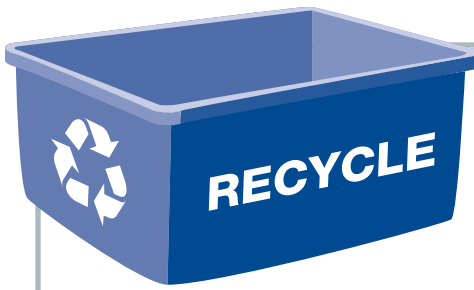
- Selecting a recycling service company
- Organizing the recycling collection system
- Getting employees involved in the program and providing education
- Tracking the progress of the program
- Keeping files on contracts and weight receipts provided by recycling collection companies

Depending on the size of your organization, the recycling coordinator may spend anywhere from a day or two to a couple of weeks getting a recycling program off the ground. After the program has started, the coordinator usually needs just a few hours each month to oversee the program.

In addition to the recycling coordinator, it's useful to have recycling program monitors on each floor or in each department. Program monitors check on recycling containers making sure they are relatively free from contamination and that they are conveniently placed next to trash cans and vending machines. They also notify the recycling coordinator if a container is overflowing with recyclables or trash, and encourage employees to participate in the program.

Does your business have a recycling coordinator? Contact us. The Montgomery County Division of Solid Waste Services Business Recycling Team can train your recycling coordinator and program monitors.

Visit our Web site: www.montgomerycountymd.gov/recycling



There's always time for recycling...





✓ Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

MIXED OR SORTED PAPER

-  White Paper & Colored Paper
-  Cardboard, Boxboard, & Cereal Boxes
-  Newspaper & Inserts
-  Magazines & Catalogs
-  Telephone, Paperback, & Hardcover Books
-  Unwanted Mail & Envelopes with or without windows
-  Shredded Paper & All Other Clean, Dry Paper

COMMINGLED CONTAINERS

-  Glass Bottles & Jars
-  Aluminum Cans & Foil Products
-  Bi-Metal Food & Beverage Cans
-  Plastic bottles and containers, tubs, lids, jars, pails, buckets, and flower pots

-    **YARD TRIM**
(Grass, Leaves, and Brush)

-  **CHRISTMAS TREES**
-  **SCRAP METAL**

Businesses are encouraged to voluntarily recycle the following materials:

- Toner Cartridges
- Computers
- Pallets
- Batteries

www.montgomerycountymd.gov/recycling

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Montgomery County Division of Solid Waste Services
Smart Organizations Reduce and Recycle Tons (SORRT) Program
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Rockville, Maryland 20850
e-mail: gabriela.monzon-reynolds@montgomerycountymd.gov
Important Contact Information
www.montgomerycountymd.gov/recycling
Customer Service **3-1-1**
(240) 777-0311 (outside of Montgomery County)
7-1-1 Maryland Relay (TTY)
This information is available in an alternate format by
calling Gabriela Monzon-Reynolds at (240) 777-6486
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and Recyclable Paper



SPRING 2012

